



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

13 Jul 2023

DIVISION MEMORANDUM
 No. 302, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
 MASTER TEACHER II (ELEMENTARY)**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Section Heads
Human Resource Merit Promotion and Selection Board
All Public Elementary & Secondary School Heads
All Others Concerned
 This Division

1. This Office announces the call for the submission of Applications for Master Teacher II (Elementary) position, until **July 28, 2023, 5:00 PM.**

Position	Item No.	Station Assignment
Master Teacher II	OSEC-DECSB-MTCHR2-660415-1998	EL SALVADOR CITY CS

2. In compliance with unnumbered memorandum by Undersecretary Rizalino D. Rivera dated, dated September 10, 2014, this Division will follow MECS Order No. 10, s. 1979 and DECS Order No. 57, s. 1997 in the ranking of Master Teacher positions. Division Memorandum No. 104, s. 2021 shall serve as supplemental reference for the qualification and documentary requirements.

3. The following qualification standards shall be considered:

CURRENT POSITION	EDUCATION	EXPERIENCE	ADDITIONAL REQUIREMENT
Permanent Teacher	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education, and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I OR 4 years as Teacher III	1. At least 4 hours of relevant training; 2. At least 33 points in leadership and accomplishments 3. Must have been a demonstration teacher, regardless if at the school or division level





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Required Competencies

- *Basic Competencies:* Teaching Ability, Classroom Management and School Fit;
- *Core behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- *Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills;
- *Technical Competencies:* applicant must have exhibited the following:
 1. Modeled effective applications of content knowledge within and across curriculum teaching areas
 2. Evaluated with colleagues the effectiveness of teaching strategies that promote learner achievement in literacy and numeracy
 3. Developed and applied effective teaching strategies to promote critical and creative thinking, as well as other higher-order thinking skills
 4. Modeled and supported colleagues in the proficient use of Mother Tongue, Filipino and English to improve teaching and learning, as well as to develop the learners' pride of their language, heritage and culture
 5. Exhibited effective strategies that ensure safe and secure learning environments to enhance learning through the consistent implementation of policies, guidelines and procedures
 6. Exhibit effective practices to foster learning environments that promote fairness, respect and care to encourage learning
 7. Exhibited a learner-centered culture that promotes success by using effective teaching strategies that respond to their linguistic, cultural, socio-economic and religious backgrounds
 8. Developed and applied teaching strategies to address effectively the needs of learners from indigenous group
 9. Modeled to colleagues the setting of achievable and challenging learning outcomes that are aligned with learning competencies to cultivate a culture of excellence for all learners
 10. Used effective strategies for providing timely, accurate and constructive feedback to encourage learners to reflect on and improve their own learning
 11. Worked collaboratively with colleagues to analyze and utilize assessment data to modify practices and programs to further support learner progress and achievement
 12. Guided colleagues to strengthen relationships with parents/guardians and the wider school community to maximize their involvement in the educative process





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13. Contributed actively to professional networks within and between schools to improve knowledge and to enhance practice
 14. Initiated professional reflections and promote learning opportunities with colleagues to improve practice
 15. Performed various related works /activities that contribute to the teaching-learning process
4. Below is a summary of the Duties and Responsibilities of a Master Teacher:
- Shall have regular teaching loads
 - Assist other teachers in the school or division towards improving their competencies
 - Take leadership in the preparation of instructional and other materials
 - Perform such other functions commensurate with their capabilities as the principal may assign
 - May be required as demonstration teachers or teacher-consultants in other schools in the division
5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent Copies shall be submitted in a **legal-sized folder** indicating the prescribed filename in the built-in tab, which shall be 2023-ELEM-MT2B_Full Name (e.g. 2023-ELEM-MT2B_Juana D. Cruz). **Order of documents shall be as follows:**
- a. Letter of intent addressed to the Schools Division Superintendent;

RANDOLPH B. TORTOLA
Schools Division Superintendent
 - b. Duly accomplished and notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - c. Photocopy of Certificate of Eligibility/Report of Rating
 - d. Photocopy of valid and updated PRC License/ID, if applicable
 - e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
 - f. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable
 - g. Photocopy of Certificates of Training if applicable
 - h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
 - i. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
 - j. Photocopy of Latest Appointment, if applicable
 - k. Documents enumerated in Annex A





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6. Interested applicants who want to join the orientation may register through this link: <https://tinyurl.com/OrientationForDepEdELSA>
7. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadorcity.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
8. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following personnel:

Role	Main	Alternate
Chairperson	Conniebel C. Nistal	Ninian A. Alcasid
Members	Rolly B. Labis	Analyn G. Fabria
	Jeffrey M. Martinez	Rhea C. Batutay
	Felanie Marie A. Lim	Kenneth Angel B. Guillena
	Helen S. Palasan	Ma. Lou Lea C. Nob
Secretariat	Randy Rhys U. Capistrano	Ricca Stephanie E. Oco
9. This Office shall observe the Equal Employment Opportunity Principle (EEO) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
10. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent
fM

To be indicated in the Perpetual Index
Under the following subjects:
HIRING RECRUITMENT SELECTION



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
Forging Partners





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**PRESCRIBED SCORE SHEET FOR MASTER TEACHER POSITIONS CREDIT POINTS FOR LEADERSHIP,
 POTENTIAL AND ACCOMPLISHMENTS (per DepED Order No. 57, s. 1997)**

Name of Applicant:
 School/ Station:
 No. of years in service:
 Position Applied for:

Present Position:
 Date of Last Appointment:

Basic Qualifications (Reference:)

Education:
 Specialization:
 Demo Teaching:

- Certificate of Recognition OR Certificate as demonstration teacher stating the date
- Attendance of at least 5 teachers
- Copy of the lesson plan duly attested
- Copy of Program of Activities when the demonstration teaching was conducted, duly attested

Remarks:

Research Activity:

- with attachment for Item D
- no attachment for Item D

Remarks:

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points	Remarks	
			Earned		
	A.	Introduced any of the following which has been adopted or used by the school, district or division <i>Note: Commissioned projects or outputs initiated by the Division Office (DO), Regional Office (RO) or Central Office (CO) will not be credited. Only projects initiated by the applicant shall be given corresponding points</i>			
Division-20 School-10	A.a	Curriculum or instructional materials			
			Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS		
			Copy of instructional materials prepared and introduced (must be aligned with the Concept Paper-output)		
			Certification signed by School Head or Division Office c/o SDS, that such candidate prepared/introduced the instructional materials and utilized by the teachers		
			<i>To earn points for School Level:</i> Attestation from atleast 5 co-teachers, that the Curriculum or instructional materials were used and utilized		
		<i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) used the said Curriculum or instructional materials)			
Division-20 School-10	A.b	Effective teaching techniques or strategies			
			Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS		
			Certificate of Recognition OR Certification signed by School head or Division Office c/o SDS, that such candidate introduced a teaching technique/strategy and was adopted by the teachers in the division		
			<i>To earn points for School Level:</i> Attestation from atleast 5 co-teachers, that the teaching technique or strategy were adopted and implemented		
		<i>To earn points for Division Level:</i> Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) have adopted the said teaching technique or strategy			

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
	Introduced any of the following which has been adopted or used by the school, district or division			
	A. <i>Note: Commissioned projects or outputs initiated by the Division Office (DO), Regional Office (RO) or Central Office (CO) will not be credited. Only projects initiated by the applicant shall be given corresponding points</i>			
Division-20 School-10	A.c. Simplification of Work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	<p>Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS</p> <p>Accomplishment Report for the innovation introduced</p> <p>Certification that simplification of work introduced by applicant is adopted in the School or Division, duly attested by School Head or SDS</p> <p>To earn points for School Level: Attestation from atleast 5 co-teachers that simplification of work introduced by applicant were adopted</p> <p>To earn points for Division Level: Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) have adopted the said simplification of work introduced</p>		
Division-20 School-10	A.d. A worthwhile Income Generating Project (IGP) for learners, given recognition by higher officials in the division (fund-raising from money contests are not considered)	<p>Concept Paper/proposal (must include title, rationale, objectives, timeframe, target participants, management, implementation plan) duly approved by the School Head or Division Office c/o SDS</p> <p>Certification that applicant is a proponent of the IGP for at least one (1) School Year, duly attested by School Head or SDS</p> <p>Accomplishment Report</p> <p>Financial Statement (indicate detailed information where the proceeds were used) w/ corresponding Official Receipts or Acknowledgement Receipt</p> <p>To earn points for School Level: Attestation from atleast 5 co-teachers that the applicant has indeed conducted the IGP</p> <p>To earn points for Division Level: Must have attestation from at least 50% of the school heads per appropriate level (for JHS at least 4 schools, for SHS at least 2 schools) have adopted the said IGP</p>		
	B. Served as either of the following:			
Chairperson - 12 Member - 7	B.a. Subject/ Program Coordinator (for at least 1 year)	<p>Designation as Subject or Program Coordinator, signed by School Head</p> <p>List of Teachers managed or List of Committee Members, attested by School Head</p> <p>Action plan, duly approved by School Head</p> <p>Report of accomplishment as subject coordinator, duly attested by School Head, with pictures</p> <p>Certificate of Recognition OR Certification by School Head that applicant has been a subject/ program coordinator (stating inclusive date of service), duly attested by School Head</p>		
Chairperson - 12 Member - 7	B.b. Grade Chairperson (for at least 1 year)	<p>Designation as Grade Chairperson, signed by School Head</p> <p>List of teachers managed or List of Committee Members, attested by School Head</p> <p>Action plan, duly approved by School Head</p> <p>Report of accomplishment as grade/year level coordinator, duly attested by School Head, with pictures</p> <p>Certificate of Recognition OR Certification by School Head that applicant has been a secondary school grade/year level coordinator (stating inclusive date of service), duly attested by School Head</p>		

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
B. Served as either of the following:				
Chairperson - 12 Member - 7	B.c.	Adviser of School Publication (for at least 1 year)	Designation as Adviser of School Publication, signed by School Head	
			List of Advisees/ Members of the team for School Publication, attested by School Head	
			Action plan, duly approved by School Head	
			Accomplishment Report as Adviser of School Publication, with sample copy of School Paper (wherein name of applicant is indicated as School Paper Adviser)	
			Certificate of Recognition OR Certification that applicant is a school paper adviser signed by the School Head stating inclusive date of service	
Chairperson - 12 Member - 7	B.d.	Adviser of any special school organization (for at least 1 year); Religious Organizations are not credited	Designation as adviser of school organization, signed by School Head	
			List of Members/Officers of the special organization, attested by School Head	
			Action Plan, duly approved by School Head	
			Accomplishment Report as adviser of a special organization in the school, with pictures	
			Certification that applicant is an adviser of a special organization of the school, stating inclusive date of service, signed by School Head	
C. Served as Chairperson or member of either of the following committee:				
Chairperson - 12 Member - 7	C.a.	Committee to Prepare Instructional Materials	Designation as Chairperson or member of the special committee, signed by School Head or SDS	
			Action Plan, duly approved by School Head or SDS	
			Accomplishment Report as Chairperson or Member of the Committee, with pictures	
			Sample copy of Instructional Materials prepared (must be related to the certification issued)	
			Certification as Chairperson or Member, stating inclusive date of service, signed by School Head or SDS	
Chairperson - 12 Member - 7	C.b.	Committee to prepare school program ; <i>Note: Will not credit school programs like Nutrition Month celebration, Buwan ng Wika and the like</i>	Designation as Chairperson or member of the special committee, signed by School Head	
			Action Plan, duly approved by School Head	
			Certification as Chairperson or member, stating inclusive date of service, signed by School Head	
			Accomplishment Report as Chairperson or member of the Committee, with pictures	
			Sample copy of approved School program prepared, signed by School Head	
D. Initiated or headed an Educational Research Activity duly approved by educational authorities, either for improvement of instruction, for common development or teacher welfare <i>*Note: Thesis from Graduate and Post-graduate studies shall not be considered.</i>				
Chairperson/ Lead Proponent - 12 Member - 7			Action Plan, duly approved by SDS	
			Copy of Research proposal duly approved by the Division Office	
			Copy of the complete research work (findings and recommended intervention in the school/division)	
			Certification that Research Activity conducted is helpful in the improvement of instruction, common development or teacher welfare in the School/ Division, attested by SDS	
			OR	
			Certification from Division Research Coordinator that applicant has conducted and completed an education research activity for the improvement of instruction, common development or teacher welfare and noted whether the applicant is the lead proponent of the research activity or not	
Copy of the complete research work (findings and recommended intervention in the school/division)				

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
	<p>Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity for at least 1 year</p> <p>E. <i>Note: Community projects (excluding religious activities) are accomplished for the benefit of the community (purok, barangay or town). Projects/ activities which benefit the school shall NOT be credited; Service rendered for Elections shall not be credited.</i></p> <p><i>Head of Agency may refer to Brig. Captain or City Mayor</i></p>			
Chairperson - 12 Member - 7		<p>Designation or Letter from head of agency</p> <p>Report of Accomplishments attested by head of agency or organization, with pictures</p> <p>Certification as chairman or member of a community project, indicating inclusive years, signed by the head of agency or organization</p> <p>Attendance Sheet indicating the Names (w/ affixed signature) of Officials/ participants involved in the community project OR List of Officials/ participants involved in the community project, attested by Head of Agency or Organization</p> <p>Certificate of Recognition or Appreciation, attesting that the community benefit from the project, signed by Head of Agency or Organization</p>		
	<p>F. Organized/ managed an in-service activity or other similar activities at least on the school level</p> <p><i>Note: Participants of training/ activity must be teachers</i></p>			
Chairperson - 12 Member - 7	<p>F.a. Organized/ Managed an In-Service Activity Per MECS Order 4, s. 1987, teachers who have had specialized training as trainers and upon return from the training, initiated or managed inservice training sessions for other teachers even on school level only may be given corresponding credits.</p>	<p>Certificate of attendance to a seminar or training prior to the school/ division seminar conducted by DepED only (if not conducted by DepED, submit authority to attend)</p> <p>Designation as Chairperson, signed by School Head or SDS</p> <p>Action Plan, duly approved by School Head or SDS</p> <p>Certificate of Recognition or Certification for organizing/ managing an in-service training, attested by School Head or SDS</p> <p>Accomplishment Report, with pictures</p> <p>Attendance of Participants</p>		
Chairperson - 12 Member - 7	<p>F.b. Self-Initiated Training</p>	<p>Request to conduct training, approved by School Head or SDS</p> <p>Action Plan, duly approved by School Head or SDS</p> <p>Training Design approved by the School Head or SDS</p> <p>Certification for organizing a self-initiated training, attested by the School Head or SDS</p> <p>Accomplishment Report, with pictures</p> <p>Attendance of Participants</p>		
10	<p>G. Credited with meritorious achievements in either of the following (present only the set of documents which may merit the highest score)</p>			
	<p>G.a. Trainer of or coach to contestants who received prizes, commendations or any form of recognition</p>			
10	G.a.1. National Winner	<p>• Designation as coach/ trainer</p> <p>• Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum)</p> <p>OR</p> <p>• Certification as trainer with name of contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd signed by Division authority/ies concerned (e.g. for Journalism c/o English and/or Filipino Supervisor)</p>		
5	G.a.2. Regional Winner			
3	G.a.3. Division Winner			
	<p>G.b. Coach of a sports event who won prizes as follows</p>			
10	G.b.1. National Level	<p>• Designation as coach/ trainer</p> <p>• Copy of awards or proof of awards received by contestant (e.g. Regional Memorandum)</p> <p>OR</p> <p>• Certification as coach/trainer with name of contestant, level of contest, date, venue and prize received, whether 1st, 2nd or 3rd signed by proper official/s (District/ Division/ Region/ National)</p>		
5	G.b.2. Regional Level			
3	G.b.3. Provincial/ Division Level			
1	G.b.4. School/ District Level			

Points Maximum	CRITERIA	DOCUMENTS VALIDATED (all or nothing; if 1 document is missing, applicant will earn no (0) points)	Points Earned	Remarks
	Coordinator of Boy or Girl Scout activities			
	G.c. <i>Note: Certificates of appreciation or recognition for service of short duration such as those received for services rendered in special events/ in service training program are NOT credited. All awards in scouting are NOT credited but may serve as documents to support accomplishments as School/ Division Boy/ Girl Scout Coordinator.</i>			
10	G.c.1. National Level	<ul style="list-style-type: none"> • Designation as Coordinator of a Boy/ Girl Scout activity, signed by School Head • Copy of Matrix of activities duly signed by proper authorities • Report of Accomplishment, with pictures 		
5	G.c.2. Regional Level			
3	G.c.3. Provincial/ Council-Wide/ Division Level			
1	G.c.4. District / School Level			
10	H. Authorship <i>Thesis or Dissertation shall not be credited.</i>			
10	H.a. Sole authorship of a book	<ul style="list-style-type: none"> • Copy of book/magazine/ newspaper where the article appeared • Research journals published online will only be credited if published in websites with domain of either .edu or .org • Research article compiled into a book/journal will not be credited unless it has an assigned ISSN (International Standard Serial Number) • Research credited in this section will only be credited as an article and not as a book; Published research article shall be granted 1 point only. 		
5	H.b. Co-authorship of a book			
1	H.c. Article on education (1 per article, maximum of 4 articles only)			
TOTAL SCORE FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS			0	

Master Teacher I Must earn at least **25 points** to be included in the CAR
Master Teacher II Must earn at least **30 points** to be included in the CAR
Master Teacher III Must earn at least **45 points** to be included in the CAR

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.